

**Request For Proposal (RFP)**  
**for**  
**Professional Contract for two Distributed Learning Employees**  
**at Alabama Army National Guard Headquarters**

(Proposals to be received by: 12:00 noon (CDST) on Friday, 24 April 2009)

Vendor Name: \_\_\_\_\_

**Submit Proposal to: The Armory Commission of Alabama**  
**1720A Cong. W.L. Dickinson Drive**  
**Montgomery, Alabama 36109-0711**  
**Attention: Mr. Mark A. Weeks (SPDO)**

**(CONTRACT PERIOD: Two (2) Years from 1 June 2009 until 31 May 2011)**

**Base PROPOSAL:** In compliance with the Performance-Based Work Statement (PWS), dated 23 March 2009, the Contractor will provide one Distributed Learning (DL) Technology Manager and one Distributed Learning (DL) Technology Assistant. The undersigned hereby proposes to furnish all the plant, labor, materials, and equipment and perform all work in strict accordance with the PWS and addendum/addenda number(s) \_\_\_\_\_ for the specified contract period and for consideration of the following prices:

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DL Technology Manager Salary/Benefits (Year 1) ..... \$ \_\_\_\_\_

DL Technology Manager Salary/Benefits (Year 2) ..... \$ \_\_\_\_\_

DL Technology Manager Travel Allowance ..... \$ 15,000.00

**ITEM #1: SUBTOTAL (DL Technology Manager Costs) \$ \_\_\_\_\_**

DL Technology Assistant Salary/Benefits (Year 1) ..... \$ \_\_\_\_\_

DL Technology Assistant Salary/Benefits (Year 2) ..... \$ \_\_\_\_\_

DL Technology Assistant Travel Allowance ..... \$ 15,000.00

**ITEM #2: SUBTOTAL (DL Technology Assistant Costs) \$ \_\_\_\_\_**

**TOTAL COSTS (ITEM #1 plus ITEM #2) ..... \$ \_\_\_\_\_**  
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**NOTE: The Contractor MUST be certified in the State of Alabama and have some experience in performing Distributed Learning operations on Department of Defense (DOD), Military, and/or National Guard (NG) facilities/installations. The Contractor MUST complete this form, listing the various DOD, Military, and/or NG Facilities/Installations where DL Services were performed. Each location listed MUST include a designated Point of Contact and telephone number who can validate the vendor meets the experience requirements. Contractors failing to provide this information will NOT be considered for this Distributed Learning Contract.**

[illegible]

TIME LIMIT: These proposals are subject to an acceptance period of ninety (90) days.

**A. The State reserves the right to award the work, or a portion of the work, on the basis of available federal funding and in the best interest of the State of Alabama.**

B. The State also reserves the right to reduce the contract period during the life of the contract and/or to terminate the contract with a thirty (30) day written notice.

C. The vendor MUST be certified in the State of Alabama and have some experience in performing DL operations on Department of Defense (DOD), Military, and/or National Guard (NG) facilities/installations in order to be considered for the contract.

D. Proposals will be for the entire work during the specified contract period as indicated in the referenced PWS and any addenda.

E. The Travel Allowances for the DL Technology Manager and the DL Technology Assistant are "estimates". The actual travel expenditures will be adjusted (either up or down) based upon actual travel requirements during the contract period. Only actual travel expenses may be billed. There will be no contractor markup on any travel billings.

F. Contractor will ensure proper Insurance Coverage is provided during the entire contract period to include any extensions, in accordance with the PWS.

**G. Include the additional documentation required by the PWS.**

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

BY \_\_\_\_\_

(*SIGNATURE*)

\_\_\_\_\_

(*PRINTED NAME*)

TITLE \_\_\_\_\_